

APPLICATION CHECKLIST

LPP Examination

Review this checklist carefully. It is your complete responsibility to ensure that all required documentation has been uploaded and/or received by the Bar before the deadline.

Documentation completed by Applicant:

- LPP Examination Application Form.

Documentation to be submitted with completed application:

- Passport-style photograph.
- LPP Applicant Verification and Acknowledgment (signed in pen and notarized less than 30 days before submitting the application).
- Authorization and Release (signed in pen and notarized less than 30 days before submitting the application).
- Notification of Release of Information (signed in pen and notarized less than 30 days before submitting the application).
- FBI Criminal Background Report Declaration (signed in pen with proof of mailing attached) OR complete FBI Background Report dated less than six months prior to submitting the application.
- Three-year DMV record from every state in which you have held a license in the last three years (dated less than 30 days before submitting the application).
- Examination Regulations and Code of Conduct (signed in pen and notarized less than 30 days before submitting the application).
- Official Transcripts verifying that you meet the minimum educational requirements OR proof that you have an approved Limited Time Waiver.
- Documentary proof that you have passed one of the required national paralegal certification exams.
- Substantive Law-Related Employment Certification Form (use extra copies as necessary).
- If Applicable:** If you are licensed as an attorney: Certificate of Good Standing from every state in which you are licensed (dated less than 30 days before submitting the application).
- If Applicable:** If you are licensed as an attorney: Disciplinary History from every state in which you are licensed (dated less than 30 days before submitting the application).

Documentation to be submitted *only if applicable* - required by specific questions. Use as many forms as necessary to provide the requested information:

- Courtesy Provisions for Health-Related Conditions.
- Medical Alert Form.
- Form 1 with DD-214(s) and/or OER(s) or NCOER(s).
- Form 2.
- Forms 3 and 3A with court documents attached.
- Form 4 and 4T with police reports and court documents attached.
- Form 5 with Petition, Schedules, and Orders attached.
- Form 6 and 6T.
- Form 7.
- (For those born outside of the United States) Proof that you are currently in the U.S. legally OR proof that you are a U.S. citizen.

- Proof you are current on child and/or spousal support.
- Test Accommodation Documentation (see *General Guidelines*).
- Documentation related to discipline or an investigation conducted by a college or a law school.
- Documentation relevant to action taken against a professional license.
- Documentation related to failure to comply with court order(s).

Documentation to be mailed or hand-delivered by Applicant in a single packet:

- One General LPP Character Reference Form in a signed and sealed envelope.
- One Attorney LPP Character Reference Form in a signed and sealed envelope.
- One Employer LPP Character Reference form in a signed and sealed envelope.

Note: The Bar does not send confirmation when reference packets are received. You will either need to hand-deliver the references or mail them using a tracking number so you can verify when they have arrived at the Bar.

Documentation to be submitted by a third party:

- If Applicable: Certificate of Law School Graduation (completed and mailed by law school).

Note: The Bar will send an email upon receipt of the Certificate of Law School Graduation if you request the law school to send it directly to the Bar. However, this email can only be sent if you have submitted the application form; if a certificate is received before an application form is submitted it is filed away until the Bar sees that you have submitted the application form.

Documentation to be mailed or emailed upon completion of the application:

- Declaration of Completion.

Note: Except for the document listed below, the Declaration of Completion should be the LAST document you submit. This signals the Admissions Office that you have submitted all documents required for the processing of your application to begin. The date this document is received is the date your application is considered 'filed'. If you submit your application with the Declaration of Completion and your application is found to be incomplete, the LPP Admissions Office may reject your application as incomplete.

All of the above documents must be received before you submit your Declaration of Completion and before your application will be accepted for processing EXCEPT:

- (1) Completed FBI Background Check (if the FBI Declaration is filed in its stead).